

**LEAD by  
EXAMPLE**

# SWITCH

## THE TIME OF YOUR PEAK ENERGY USE



### REDUCE MID-DAY DEMAND TO PREVENT POWER OUTAGES

#### LIGHTS

- Turn off lights when leaving a room.
- Turn on task lights; turn off general and overhead lights.
- Turn off display and decorative lights.

#### EQUIPMENT

- Turn off printers, copiers, personal computers, and monitors when idle.
- Activate and use the Energy Star® "power saver" and "sleep" features.
- Shut off coffee pots, radios, fans and other appliances in the office.

#### AIR CONDITIONING

- Set thermostats to pre-cool spaces at off-peak times.
- Loosen clothing and dress casually during the warmest hours.
- Make certain vent grills are not blocked by plants, books, or furnishings.



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